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**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS
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**The Committee to Approve Schedules for the Retention
and Disposition of Official State Records**

Meeting Notice

DATE: December 11, 2019
TIME: 1:15 p.m.
LOCATION: Nevada State Library and Archives Building
Board Room
100 North Stewart Street
Carson City, Nevada 89701

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. As used herein and during the meeting, the term "RDA" means "Records Disposition Authorization" which is the control number given to an official action on retention and/or disposition made by the Committee.

Agenda

- 1. Call to Order, Welcome, Roll Call**
- 2. Public Comment**
Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020).
- 3. Review, correct, if necessary, and approve the minutes from the October 9, 2019 meeting.**
[Attachment A](#) (For possible action)
- 4. [Attachment B](#) Proposed New RDAs for Agency Specific Records Retention Schedules for Fire Marshal, and Agriculture: Division of Consumer Equitability.** (For possible action)
- 5. [Attachment C](#) Proposed Modification RDAs for Agency Specific Records Retention Schedules for Fire Marshal, and Agriculture: Division of Consumer Equitability.** (For possible action)
- 6. [Attachment D](#) Proposed Deletion RDAs for Agency Specific Records Retention Schedules for Fire Marshal.** (For possible action)

7. **Attachment E Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule.** (For possible action)
8. **Discuss Future Agenda Items** (For possible action)
Secretary of State: Registry of Advanced Directives for Health Care Parole Commission
9. **Public Comment**
Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)
10. **Confirm date of next meeting** (For possible action)
Next meeting scheduled for January 8, 2020
11. **Adjourn** (For possible action)

General Information

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Lewis Martin in writing at 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email lewis.martin@admin.nv.gov prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting the Lewis Martin at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library, Archives and Public Records prior to the meeting date and may be found at: www.nsla.nv.gov (under Records Management, State Records Committee).

The material is also available by contacting Lewis Martin at 100 North Stewart St. Carson City, NV 89701 (775) 684-3423 records@admin.nv.gov

This agenda has been posted at the following locations:

Nevada State Library, Archives and Public Records
100 North Stewart Street
Carson City, NV 89701

The Nevada Legislature
401 S. Carson St.
Carson City, NV 89701

Washoe County Library
301 South Center Street
Reno, NV 89505

The Las Vegas/Clark County Library District
7060 Windmill Ln
Las Vegas, NV 89113

NSLAPR website: www.nsla.nv.gov

As required by [NRS 232.2175](#): <https://notice.nv.gov/> Under the Department of Administration, State Records Committee.

Attachment A
Meeting Minutes for Approval

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for October 9, 2019*

1: Call to Order, Welcome, Roll Call:

The meeting was called to order at 1:28 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:

Kimberley Perondi, for Barbara K. Cegavske, Secretary of State – Present

Kathryn Etcheverria, Governors Appointee – Present

Sarah Bradley, for Aaron Ford, Nevada Attorney General – Present

Tammy Westergard, Division Administrator, Nevada State Library, Archives and Public Records – Present

Maureen Martinez, For Deonne Contine, Director of the Department of Administration – Absent

Alisanne Maffei, for David Haws, Administrator, Enterprise Information Technology Services – Present

Staff:

Sara Martel, State Records Manager, Nevada State Library, Archives and Public Records – Present

Bobbie Church, Senior Records Analyst, Nevada State Library, Archives and Public Records – Excused

Lewis Martin, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

Guests Present:

None

2: Public Comment

Comment may be limited to 5 minutes at the discretion of the Chair.

There was no public comment made.

3: Attachment A. Review and Approve the Minutes for July 10, 2019

Discussion and Vote:
The minutes were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Alisanne Maffei. The vote was unanimous.

4: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules

Discussion and Vote:
As there were no action items, there was no discussion or vote.

5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. Department of Administration, Public Works Division:

Attachment A Meeting Minutes for Approval

A. Title: Capital Improvements: Lease Purchase Buildings Funded

RDA: 2005091

Description:

These records document the plans for the funding and occupancy of lease-purchase buildings in accordance with NRS 353.500 to 353.630. The records may include but are not limited to: tenant lists with lease payment and square footage requirements, consultant's final payment projection worksheet (Treasurer's Office), employee growth rate projections, final State Public Works Board (SPWB) Project Cost Estimate emails, notes, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year *in which the Certificate of Occupancy is issued.* ~~of the occupancy of the building.~~

Recommended Disposition:

~~Destroy~~ ***Permanent Transfer to Archives***

NSLAPR staff recommendation:

The retention period meets administrative, archival, fiscal, and legal needs.

Agency review:

The appraisal is supported by the Records Officers for the Department of Administration, Public Works Division.

Justification for Modification of RDA 2005091:

This series was approved in the July meeting with an incorrect disposition. Staff has added the series to this agenda to re-vote with the corrected disposition and recommends removing “of the occupancy of the building.” and replacing it with “in which the Certificate of Occupancy is issued.” to update the retention statement.

<u>Discussion and Vote:</u>
The proposals in Attachment C were approved as presented. The motion was made by Sarah Bradley and the second was by Tammy Westergard. The vote was unanimous.

6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules

<u>Discussion and Vote:</u>
As there were no action items, there was no discussion or vote.

7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

A. Title: Administrative: Calendars Agency Staff

RDA: 2015022

Description:

These records document day-to-day activities of agency's staff. *The records may include but are not limited to:* calendars, task lists, meeting schedules, *associated documentation, and related correspondence.*

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year *in which the calendar was created.*

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

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The retention period meets administrative values.

Justification for Modification of RDA 2015022:

Staff recommends removing “to which the record pertains.” and replacing it with “in which the calendar was created.” in the retention statement to make a more defined and accurate trigger event.

B. Title: Administrative: Correspondence Files Routine Business

RDA: 2010033

Description:

These records document correspondence that is work related and deal with the day-to-day office administration and activities. *The records may include but are not limited to: letters, memos, emails, social media, associated documentation, and related correspondence.* Note: Correspondence that is part of a specific subject file is retained with that subject file and according to the authorized retention period for that subject file.

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year *in which the correspondence was created.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

Justification for Modification of RDA 2010033:

Staff recommends removing “to which it pertains or for the authorized retention period per subject file.” and replacing it with “in which the correspondence was created.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

C. Title: Administrative: Logs

RDA: 1995120

Description:

These records document the status of work functions, correspondence, *and* reports. *The records may include but are not limited to: mail logs, telephone logs, lists and schedules used to monitor work functions, associated documentation, and related correspondence.*

Authorized Retention:

Retain for one (1) *calendar* year from the *end of the calendar year in which the log was created.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

Justification for Modification of RDA 1995120:

Staff recommends removing “to which the records pertain.” and replacing it with “end of the calendar year in the log was created.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. Since there is no fiscal value for these records staff recommends the adjustment of fiscal year to calendar year to align with the other administrative functions in the General Schedule.

D. Title: Administrative: Quality Assurance Review Audits and Reports

RDA: 2002057

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Description:

These records consist of quality control reviews performed by an agency to check the effectiveness of policies and procedures [such as office security, training, safety, personnel, customer relations, emergency, and similar procedures]. ***The records may include*** but are not limited to: investigative reports, checklists, supportive documents, staff reviews, regular and final reports, ***associated documentation***, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year ***in which the review or audit was completed.***

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2002057:

Staff recommends removing “to which they pertain.” and replacing it with “in which the review or audit was completed.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

E. Title: Administrative: Restricted Document Log (Homeland Security Act)

RDA: 2004170

Description:

These records document the access granted to restricted records in accordance with the Homeland Security Act. ***The records may include but are not limited to:*** date access was granted, individual's name, photographic form of identity, employers ***name***, citizenship status, purpose for accessing the restricted documents, ***associated documentation, and related correspondence.*** NRS 239C.090

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year ***in which the log was created.***

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004170:

Staff recommends removing “to which it pertains.” and replacing it with “in which the log was created.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

F. Title: Audits: Audit Records

RDA: 2005095

Description:

These records document financial, performance, and other types of audits performed by the ***Legislative Counsel Bureau***, private audit firms, the Internal Audits Division, or other auditing entities. The ***records*** may consist of but are not limited to: reports from auditors including the ***final audit report*** with supportive material, internal agency reports, accounting records, corrective action documentation, ***associated documentation***, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year ***in which the audit was completed.***

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Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005095:

Staff recommends removing “to which they pertain.” and replacing it with “in which the audit was completed.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

G. Title: Budget: Budget Files

RDA: 2004023

Description:

These records document the managing of the legislatively approved budget. *The records may include* but are not limited to: work *programs*, work *program revisions*, *associated documentation*, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year *in which the budget cycle ended*.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and fiscal values.

Justification for Modification of RDA 2004023:

Staff recommends removing “to which it pertains.” and replacing it with “in which the budget cycle ended.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

H. Title: Budget: Performance Indicators Computation Files

RDA: 2001066

Description:

These records *document* the gathering of raw data and computation of performance measures. The *records may include* but *are* not limited to: spreadsheets, surveys with summaries, *supporting and associated documentation*, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the performance measures for the budget cycle was finalized*.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and fiscal values.

Justification for Modification of RDA 2001066:

Staff recommends removing “to which they pertain.” and replacing it with “in which the performance measures for the budget cycle was finalized” while removing “this record series” and “a period of” in the retention statement to make a

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more defined and accurate trigger event.

I. Title: Employee Development: Continuing Education (CE) Files

RDA: 2006055

Description:

These records document the *Continuing Education (CE)* and/or training that may be required for renewal of a professional license/certificate or to strengthen the talents and skills of employees. *The records may include but are not limited to:* educational transcripts, attendance rolls, course/workshop documentation, CE credit slips, CE/Training forms, training program course approval documentation, training plans, stipend and educational leave approvals, evaluations, training reports, *associated documentation, and related correspondence.*

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the license or certificate expires.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2006055:

Staff recommends removing “to which they pertain.” and replacing it with “in which the license or certificate expires.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

J. Title: Environmental: Chemical Accident Prevention Program Files

RDA: 2007020

Description:

These records document the Chemical Accident Prevention Program (CAPP) of an agency. *The records may include but are not limited to:* registration documentation, accident history, hazard assessment, emergency response program, process hazard analysis, operating procedures, training procedures, incident reports, *associated documentation, and related correspondence.* NRS 459.3833, NAC 459.95348 to 459.95435.

Authorized Retention:

Retain for five (5) calendar years from the end of the calendar year *in which the program manual was superseded.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2007020:

Staff recommends removing “to which they pertain.” and replacing it with “in which the program manual was superseded” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

K. Title: Environmental: Hazardous Waste Files

RDA: 2004162

Description:

These records document the annual registration and operation of generators of hazardous waste. *The records may*

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include but are not limited to: registration forms with associated documentation, summary of off-site consequence analysis, 5-year accident history, emergency response program, hazard assessment with related reports, Executive Summary, biennial reports, waste shipment manifests, inspections, variances, ***associated documentation, and related correspondence.*** NRS 459.3818 to 459.3874, NAC 459.952 to 459.95528, NRS 459.485, NAC 444.8655 and 40 CFR Part 262

Authorized Retention:

Retain for five (5) calendar years from the end of the calendar year ***in which the waste was last sent to on-site or offsite treatment, storage, or disposal.***

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004162:

Staff recommends removing “to which they pertain” and replacing it with “in which the waste was last sent to on-site or offsite treatment, storage, or disposal.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

L. Title: Fiscal: Accounting Files (Agency Copy)

RDA: 2007016

Description:

These records document the financial transactions and accounting functions of an agency. ***The records may include but are not limited to:*** bank statements, cash receipts, deposit receipts; IFS Advantage™ reports and supporting documentation, ledgers, journal entries and work files, disbursement logs, reconciliation documentation, billing claims, work program documentation, purchasing documentation, invoices, accounting spreadsheets, travel documentation, fleet Services records, travel requests and authorizations, checks, associated ***documentation, and related correspondence.*** NRS Chapter 353

Authorized Retention:

Retain for three (3) fiscal years from the ***end of the*** fiscal year ***in which the transaction was completed.***

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, legal, and fiscal values.

Justification for Modification of RDA 2007016:

Staff recommends removing “to which it pertains” and replacing it with “in which the transaction was completed” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

M. Title: Fiscal: Freight Records

RDA: 2004284

Description:

These records document the transactions with private carriers concerning freight services for heavy and large items. ***The records may include but are not limited to:*** shipping company information, invoices, bills of lading, shipping tags, shipping receipts, shipment log, documentation on the item's being shipped, insurance documentation, loss and/or damage reports with supportive documentation, ***associated documentation, and related correspondence.***

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Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the transaction was completed*.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal values.

Justification for Modification of RDA 2004284:

Staff recommends removing “to which it pertains.” and replacing it with “in which the transaction was completed.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

N. Title: Fiscal: Postal Tracking Records

RDA: 2004283

Description:

These records document the transactions with the U.S. Postal Services and other private couriers concerning letter and parcel post type postal services. *The records may include but are not limited to:* postal meter records, receipts for postage stamps, registered and/or certified mail, insured mail, insurance documentation, special delivery records, loss reports, *associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the transaction was completed*.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative, fiscal values.

Justification for Modification of RDA 2004283:

Staff recommends removing “to which it pertains.” and replacing it with “in which the transaction was completed.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

O. Title: Fiscal: Vendor Files

RDA: 2001036

Description:

These records document vendors for services, equipment, or supplies. *The records may include but are not limited to:* vendor contact information, accounting documents, *associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the associated vendor account is closed*.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and fiscal values.

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Justification for Modification of RDA 2001036:

Staff recommends removing “to which it pertains.” and replacing it with “in which the associated vendor account is closed.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

P. Title: Fiscal: W-9 Tax I.D. Files

RDA: 1998151

Description:

These records document tax I.D.#'s from vendors. The files may also be used to produce IRS 1099 reports. *The records may include* but are not limited to: reports of vendors receiving payments, original W-9 forms returned from vendors, IRS 1099 reports, internal forms used to adjust totals, *associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the final payment to the vendor.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 1998151:

Staff recommends removing “to which it pertains.” and replacing it with “in which the final payment to the vendor.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

Q. Title: Grants: State Grants - Applying Agency Records

RDA: 2005131

Description:

These records document grants funded solely with state funds administered by a state agency when they concern the government agency, private, and/or non-profit organizations that apply for such a grant. These *records* may include but are not limited to: application materials, assurances, financial and budget documentation, audit records with supportive documentation, closure documentation, program narrative, progress reports, *associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the final pay of the contract is dated.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005131:

Staff recommends removing “to which it pertains.” and replacing it with “in which the final pay of the contract is dated.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

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R. Title: Grants: State Grants - Granting Agency Records

RDA: 2005132

Description:

These records document grants funded solely with state funds administered by a *granting* state agency. These *records* may include but are not limited to: *application materials, assurances, financial and budget documentation, audit records with supportive documentation, compliance review documentation, program narratives, associated documentation, and related correspondence.*

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year *in which the final pay of the contract is dated.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005132:

Staff recommends removing “to which they pertain.” and replacing it with “in which the final pay of the contract is dated.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

S. Title: IT: Computer Access Log

RDA: 2005099

Description:

These records document the access to an employee's computer *The records may include but are not limited to:* name of the employee, the date and time of access, explanation of the circumstances *and* considerations justifying the access, the name of each person authorized to perform the access, the name of each person allowed to examine the information retrieved, the name of each person required to store, maintain and/or destroy that information, details of inappropriate use or access to the computer, *associated documentation, and related correspondence.* NRS 281.195

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the log was created.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2005099:

Staff recommends removing “to which it pertains.” and replacing it with “in which the log is created.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

T. Title: IT: Security Records

RDA: 2007031

Description:

These records document the security of IT systems (See IT Security Committee Policies, Standards and Procedures (PSP's)). The records may *include* but are not limited to: physical security reviews, *security breach reports, reports of suspicious activities, reports of suspected violations, risk analysis documentation and reports, security evaluations and reviews, associated documentation, and related correspondence.*

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Authorized Retention:

Retain *for* three (3) calendar years from the end of the calendar year *in which the report or evaluation was completed.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative value.

Justification for Modification of RDA 2007031:

Staff recommends removing “to which it pertains.” and replacing it with “in which the report or evaluation was completed.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

U. **Title:** Licensing: Index and List of Licensees and/or Certificate Holders

RDA: 1998110

Description:

These records document the administration of departments, divisions, bureaus, boards, committees, councils, commissions, *and* offices who grant licenses, registrations, *or* certificates. *The records may include but are not limited to: identifying information* of the individual or organization, name of the license, registration, *or* certificate granted and dates of issue and expiration, *associated documentation, and related correspondence.*

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year *in which the list is dated.*

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, legal, and archival values.

Justification for Modification of RDA 1998110:

Staff recommends removing “to which they pertain.” and replacing it with “in which the list is dated.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

V. **Title:** Occupational Safety: Exposure Control Files

RDA: 2007017

Description:

These records document the control activities used to avoid occupational exposure to blood or other potentially infectious materials. The records may *include* but are not limited to: “Exposure Control Plan”, exposure determination documentation, *housekeeping* documentation, *communication* of hazards documentation, *exposure* training, *associated documentation, and related correspondence.* OSHA standards in 29 CFR 1910.1030

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the plan was reviewed and or updated.*

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

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The retention period meets administrative and legal values.

Justification for Modification of RDA 2007017:

Staff recommends removing “to which they pertain.” and replacing it with “in which the plan was reviewed and or updated.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

W. Title: Occupational Safety: First Aid Records

RDA: 2004213

Description:

These records document the single treatment and any follow up visit for the purpose of observation of minor scratches, cuts, burns, splinters, and other injuries which do not ordinarily require medical care. Such treatment and any follow up visit for the purpose of observation are considered first aid, even if the treatment or visit is provided by a health care provider. ***The records may include but are not limited to: incident report of minor injuries, first aid log, supply requests including supply expenditure reports, first-aid kit inspection reports, associated documentation, and related correspondence.*** NAC 618.5506

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year ***in which the treatment is completed.***

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004213:

Staff recommends removing “to which they pertain.” and replacing it with “in which the treatment is completed.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

X. Title: Occupational Safety: OSHA Reports

RDA: 2002076

Description:

These records document the activities of state agencies in administering federal and state requirements for Occupational Safety and Health. The records may ***include*** but are not limited to: OSHA forms ***privacy logs, associated documentation, and related correspondence.***

Authorized Retention:

Retain for five (5) calendar years from the end of the calendar year ***in which the report is submitted.***

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2002076:

Staff recommends removing “to which they pertain.” and replacing it with “in which the report is submitted.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

Y. Title: Occupational Safety: Personal Protective Equipment (PPE) Files

RDA: 2007018

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Description:

These records document the authorization, acquisition, training for and maintenance of ***Personal Protective Equipment (PPE)*** for an agency. ***The records may include but are not limited to:*** workplace hazard assessments, PPE selection and purchase documentation, ~~damaged~~/defective equipment reports, PPE request and authorization records, PPE training records, PPE certification records, ***associated documentation, and related correspondence.*** OSHA standards 29 CFR 1910.132 to 141 and 29 CFR 1910.1030

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year ***in which the equipment was disposed of by the agency.***

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2007018:

Staff recommends removing “to which they pertain.” and replacing it with “in which the equipment was disposed of by the agency.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

Z. Title: Occupational Safety: Safety Program Files

RDA: 2006060

Description:

These records document the activities and functions of the safety program established by state agencies. ***The records may include but are not limited to:*** documentation of health and safety issues, Year End and Mid-Year Safety Reports, Safety Committee minutes, OSHA forms, Emergency Action Plans, ~~training~~ program attendance documentation, ***associated documentation, and related correspondence.*** NRS 618.195, 29 CFR 1910.38, NRS 239C.090

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year ***in which the record was received.***

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2006060:

Staff recommends removing “to which they pertain.” and replacing it with “in which the record was received.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

AA. Title: Open Meeting Law: Recordings of Meetings

RDA: 2006001

Description:

These records ***contain*** the proceedings of meetings that are ***transcribed into*** the minutes of public bodies (including boards, commissions, councils, ***and*** committees). ***The records may include but are not limited to:*** audio and/or audio/visual recordings, ***associated documentation, and related correspondence.*** (NRS 241.010)

The Committee to Approve Schedules for the Retention and Disposition of Official State Records

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Authorized Retention:

Retain for *three (3)* calendar years *from the end of the calendar year in which the minutes were approved.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2006001:

This retention was adjusted in the AB 70 2019 Legislative Session from 1-year retention to 3-years of retention effective October 1, 2019. Staff recommends removing “year from the date of the meeting.” and replacing it with “end of the calendar year in which the minutes were approved.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

BB. Title: Personnel: Affirmative Action / Equal Employment Opportunity (EEO) Files **RDA:** 2007014

Description:

These records document the Affirmative Action (AA) and Equal Employment Opportunity Act (EEO) programs. *The records may include but are not limited to:* EEO reports, AA Plan documentation, self-analysis surveys, organizational profiles, placement goals, compliance monitoring documentation (including investigations), special reports, *associated documentation*, and related correspondence. 29 CFR Part 1602, 29 CFR Part 1608 and NRS 613.310 to 613.435

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the Equal Employment Opportunity reports were submitted.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2007014:

Staff recommends removing “to which they pertain.” and replacing it with “in which the Equal Employment Opportunity reports were submitted.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

CC. Title: Personnel: Americans With Disabilities Act (ADA) Compliance Records **RDA:** 2004219

Description:

These records document compliance with the Americans with Disability Act. *The records* may include but are not limited to: *administrative reports, public inquiries, federal ADA inquiries, compliance reports, associated documentation, and related correspondence.* Note: ADA complaints and disability records must be filed separately (“Personnel: Reasonable Accommodations Records”).

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the administrative report was filed.*

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Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004219:

Staff recommends removing “to which they pertain.” and replacing it with “in which the administrative report was filed.” while removing “this record series” in the retention statement to make a more defined and accurate trigger event.

DD. Title: Personnel: HR Management Reports

RDA: 2007027

Description:

These records document general personnel matters within the agency in cooperation with the Human Resource Management Division. *The records may include but are not limited to:* classification, recruitment, appointments, performance reporting, employee training reporting, unemployment insurance coverage, performance requirement reporting, *associated documentation, and related correspondence.*

Authorized Retention:

Retain for three (3) fiscal years from *end of* the fiscal year *in which the reports were submitted to Human Resource Management.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2007027:

Staff recommends removing “to which it pertains.” and replacing it with “in which the reports were submitted to Human Resource Management.” while removing “this records series” in the retention statement to make a more defined and accurate trigger event.

EE. Title: Personnel: IRS Tax Documentation

RDA: 2005098

Description:

These records document the collection of income tax and federal insurance. *The records may include but are not limited to:* payroll records, personnel records, records documenting the adjustment and settlement of taxes, returns (including schedules and statements), statements furnished by employees, documentation of absence from work, withholding exemption certificates, *associated documentation, and related correspondence.* 26 CFR 31.6001-1, 26 CFR 31.6001-2 and 26 CFR 31.6001-5

Authorized Retention:

Retain for four (4) calendar years from the end of the calendar year *in which the taxes were collected.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

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Justification for Modification of RDA 2005098:

Staff recommends removing “to which they pertain.” and replacing it with “in which the taxes were collected.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

FF. Title: Personnel: Medical Related Records

RDA: 2013048

Description:

These records document actions relating to medical conditions of employees. The records may include but are not limited to: *fitness for duty records, federal “Family and Medical Leave Act” documentation, pre-employment medical screenings, sick leave documentation, catastrophic leave records, associated documentation, and related correspondence.*

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the employee separates from service.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2013048:

Staff recommends removing “to which they pertain.” and replacing it with “in which the employee separates from service.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

GG. Title: Personnel: Payroll Records

RDA: 2007028

Description:

These records document the payroll activities of an agency. *The records may include but are not limited to:* employee wages and salary, time and attendance, longevity, work schedules, flex time and any alterations from a regular 40-hour work week or 8-hour work day, deductions to wages, retirement contributions, benefits, leave donations, taxes, unemployment insurance coverage, workers compensation, *associated documentation*, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year *in which the payroll record activity was recorded.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2007028:

Staff recommends removing “to which it pertains.” and replacing it with “in which the payroll record activity was recorded.” while removing “this record series” in the retention statement to make a more defined and accurate trigger event.

HH. Title: Personnel: Unemployment Insurance Records

RDA: 2005097

Description:

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These records document the payroll *activities* for unemployment insurance purposes. *The records may include but are not limited to:* payroll records, personnel records, amounts paid into the state unemployment insurance fund, *associated documentation, and* related correspondence. 26 CFR 31.6001-4, NRS 612.220, NRS 612.260 and NAC 612.020

Authorized Retention:

Retain for four (4) calendar years from the end of the calendar year *in which the payroll record activity was recorded.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005097:

Staff recommends removing “to which they pertain.” and replacing it with “in which the payroll record activity was recorded.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

II. Title: Property Management: Building Security and Protection System Maintenance Records

RDA: 2009028

Description:

These records document the service and maintenance of security and fire protection systems and equipment. *The records may include but are not limited to:* inspection records, maintenance reports, service logs, tags, *associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the system was removed from service.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2009028:

Staff recommends removing “to which the record pertains.” and replacing it with “in which the system was removed from service.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

JJ. Title: Property Management: Excess, Lost & Stolen Property Files

RDA: 1998159

Description:

These records document the property in the custody of a state agency which has been lost, stolen, or declared excess. *The records may include but are not limited to:* monthly property report, purchase orders and other fiscal records, police and internal incident reports, memos, *associated documentation, and* related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the fiscal year *in which the property report was submitted.*

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Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 1998159:

Staff recommends removing “to which they pertain.” and replacing it with “in which the property report was submitted.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

KK. Title: Property Management: Fixed Asset Inventory

RDA: 1998160

Description:

These records document the process of an agency updating and reconciling an inventory of all the fixed assets having a value of \$500.00 or more in its' possession. *The records may include but are not limited to: fixed asset inventory, purchase orders, fiscal records, monthly property reports, associated documentation, and related correspondence.*

Authorized Retention:

Retain for three (3) fiscal years from the *end of the* fiscal year *in which the inventory was completed.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 1998160:

Staff recommends removing “to which they pertain.” and replacing it with “end of the fiscal year in which the inventory was completed.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

LL. Title: Property Management: Inventory Files

RDA: 2003009

Description:

These records document inventory assets, equipment, supplies, evidence, and similar items. *The records may include but are not limited to: investigative reports, checklists, documents involved in a review or audit, inventories, inventory reports, associated documentation, and related correspondence.*

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year *in which the inventory is completed.*

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2003009:

Staff recommends removing “to which they pertain.” and replacing it with “in which the inventory is completed.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

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MM. Title: Property Management: Pest Control (Extermination) Records

RDA: 2004268

Description:

These records *document* pest control programs. *The records may include but are not limited to: extermination logs, incident reports, contractor exterminator reports, associated documentation, and related correspondence.* 29 CFR 1910.141 (a)(5) - OSHA

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year *in which the logs or reports were submitted.*

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004268:

Staff recommends removing “to which they pertain.” and replacing it with “in which the log or report were submitted.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

NN. Title: Property Management: *Visitor* Security Records

RDA: 2004267

Description:

These records document the administration of the security *as it relates to the registration of visitors into the agency's building and/or office area. The records may include but are not limited to: personnel identification records, vehicle registration files, visitor control logs, associated documentation, and related correspondence.*

Authorized Retention:

Retain for five (5) calendar years from the end of the calendar year *in which the visit occurred.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004267:

Staff recommends removing “to which they pertain.” and replacing it with “of the visit.” while removing “a period of” in the retention statement to make a more defined and accurate trigger event. Staff proposes splitting this series into two separate series one for visitor records and a new series (see 2019007) for the security reports allowing for the different triggering event.

OO. Title: *Property Management: Security Reports*

RDA: 2019007

Description:

These records document the administration of the security program. The records may include but are not limited to: key holder accountability records, inspection reports, investigation reports, crime/incident reports, associated documentation, and related correspondence.

Authorized Retention:

Retain for five (5) calendar years from the end of the calendar year in which the report was finalized.

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Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for New RDA 2019007:

This new series is being created for the security reports portion of RDA 2004267 "Property Management: Security Records". Staff proposes the splitting series 2004267 into two separate series one for visitor records and for the security reports since the security report can span over the end of a calendar year in order to set clear retention periods.

PP. Title: Voting: Voter Registration Records

RDA: 2005101

Description:

These records document the state's voter registration program. *The records may include but are not limited to: training materials, county clerk transmittal forms, transmittal of each application form, information correction forms, list of serial numbers of completed applications, receipts from county clerk or voter registrar, associated documentation, and related correspondence.* NRS 293.504, NRS 293.505(6), NRS 293.524(5), NAC 293.410(5), NAC 293.410(9-10)

Authorized Retention:

Retain for two (2) calendar years from the end of the calendar year *in which the record was submitted.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2005101:

Staff recommends removing "to which it pertains." and replacing it with "in which the record is submitted." while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

QQ. Title: Voting: Voter Registration Voided Applications

RDA: 2005102

Description:

These records document voided voter registration applications. *The records may include but are not limited to: voided applications, associated documentation, and related correspondence.* NRS 293.504 and NAC 293.410 (6)(c)

Authorized Retention:

Retain for two (2) calendar years from the end of the calendar year *in which the application was voided.*

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2005102:

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Meeting Minutes for Approval

Staff recommends removing “to which it pertains.” and replacing it with “in which the application was voided.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

Discussion and Vote:

The proposals in Attachment E were approved as presented. The motion was made by Sarah Bradley and the second was by Alisanne Maffei. The vote was unanimous.

8: Discuss Future Agenda Items

Discussion:

Committee staff are still working on legislative updates.

9: Governors Appointee Update

Staff has reached out to three people regarding the Governors Appointee position. Kathryn Etcheverria will continue to be the Governor’s Appointee until replaced.

10: Public Comment

There was no public comment made.

11: Determine time of next meeting

The next meeting will be held November 13, 2019 at 1:15 pm in the Nevada State Library and Archives Board Room.

12: Adjourn

The meeting was adjourned at 2:07 pm by the Chair, Kim Perondi.

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

1. Department of Public Safety, State Fire Marshal

A. Title: *Plan Review Application Files*

RDA: 2017026

Description:

These records document the review of specifications for purposes of compliance to established national and international fire and safety codes as well as state law (See NRS Chapter 477.030(1)(b), Chapters NRS 477.100 to 477.140, and NAC Chapters 477.740 to 477.745). The records may include but are not limited to: applications for plan review, fee receipts, plan review status reports, Statement of Deficiencies and Plan of Correction, fire alarm and suppression system specifications, system manuals, Retrofit Compliance forms and reports, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the Plan Review was completed.

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Justification for New RDA 2017026:

The record series RDA 2005035 "Plans and Specifications Review Files" had two retention periods. Staff recommends creating this record series to separate the plans and related records from the applications and related records. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

B. Title: *Child Care Facilities Certification Files*

RDA: 2017027

Description:

These records document the certification of fire safety compliance of childcare facilities in accordance with NRS Chapter 477.030(1)(c) and NAC Chapter 477.740(1)(c). The records may include but are not limited to: inspection requests, inspection reports and supporting documentation, escape route plans, approval/non-approval memos, certificates of compliance, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the facility was inspected.

Recommended Disposition:

Destroy Securely

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Proposed New RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Justification for New RDA 2017027:

Currently, a records series does not exist for these records. Per NRS, the State Fire Marshal must inspect new facilities for the safety, access, and means of exit in case of fire. Childcare facilities are inspected on a yearly basis, and the same records are created and maintained for each yearly inspection. Therefore, it is not necessary to keep all inspection reports. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

C. Title: *Health and Foster Care Facilities Certification Files***RDA:** *2017028***Description:**

These records document the certification of fire safety compliance of health and foster care facilities in accordance with NRS Chapter 477.030(1)(c) and NAC Chapter 477.740(1)(c). The records may include but are not limited to: inspection requests, inspection reports and supporting documentation, approval/non-approval memos, certificates of compliance, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the facility was closed.

Recommended Disposition:

Destroy Securely

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Justification for New RDA 2017028:

Currently, a records series does not exist for these records. Per NRS, the State Fire Marshal must inspect new facilities for the safety, access, and means of exit in case of fire. Health and foster care facilities are only inspected when there is a change in the licensing. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

D. Title: *Burn Injury Reports*

RDA: 2018020

Description:

These records consist of reports received from providers of health care (NRS 629.045) of any person who is treated for second or third degree burns to 5 percent or more of the body, burns to their upper respiratory tract, or laryngeal edema resulting from the inhalation of heated air; or burns which may result in death, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the report was submitted.

Recommended Disposition:

Destroy securely

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Justification for New RDA 2018020:

Currently, a records series does not exist for these records. Per NRS 629.045 providers of health care are to report persons having certain burns. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

E. Title: *Permit Files*

RDA: 2018021

Description:

These records document operational, construction, and special event /use permits issued by the Fire Marshal. The records may include but are not limited to: permit applications, site review reports, letters of approval, insurance documentation, flame retardant certification, plot maps showing location of function, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the permit expires.

Recommended Disposition:

Destroy

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Attachment B

Proposed New RDAs for Agency Specific Records Retention Schedules

Justification for New RDA 2018021:

Currently, a records series does not exist for these records. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

F. Title: *Fire Prevention Education Programs Files*

RDA: *2018022*

Description:

These records document fire prevention education programs and similar outreach programs provided to the public by the Fire Marshal Division. The records may include but are not limited to: program descriptions, instructional materials, enrollment and attendance records, reports, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the program ended.

Recommended Disposition:

Destroy

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Justification for New RDA 2018022:

Currently, a records series does not exist for these records. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

G. Title: *Fire Standard Compliant Cigarettes Certificates*

RDA: *2018023*

Description:

These records consist of certificates of compliance that are renewed every three years. The records may include but are not limited to: application and certification paperwork, certificates, updates, renewals, fee receipts, associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the certification expired.

Recommended Disposition:

Destroy Securely

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Proposed New RDAs for Agency Specific Records Retention Schedules

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

NSLAPR staff recommendation:

The retention meets administrative, fiscal and legal needs.

Justification for New RDA 2018023:

Currently, a records series does not exist for these records. The required retention of these types of records is currently five years in accordance with International Fire Code [A]104.6. The Fire Marshal requests a six-year retention period. The additional year corresponds with the agency's internal retention requirements.

2. Agriculture: Division of Consumer Equitability

A. Title: *Weighing and Measuring Device Placed in Service Reports*

RDA: 2018012

Description:

These records document information related to repairs or adjustments made to weighing and measuring devices by a registered service agency or service person pursuant to NAC 581.370. The records may include but are not limited to: business information, adjustments made, device test results, part/serial numbers of devices, National Type Evaluation Program (NTEP) certificates of conformance approval numbers, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the report was submitted.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Consumer Equitability.

Justification for New RDA 2018012:

A current schedule does not exist for this record series. Three years retention will allow for the legislative and audit cycles.

B. Title: *Weights and Measures Violation Interview*

RDA: 2018013

Description:

These records document interviews between weights and measures representatives and business representatives regarding violations and late penalty fees in accordance with NRS 581 and NAC 581. The records may include but are not limited to: business information, pertinent sales transactions, associated documentation, and related correspondence.

Attachment B

Proposed New RDAs for Agency Specific Records Retention Schedules

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the violation was resolved.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Consumer Equitability.

Justification for New RDA 2018013:

A current schedule does not exist for this record series. Staff recommends a disposition of destroy since the agency has indicated that the records do not contain any confidential information.

C. Title: *Price Verification Reports*

RDA: *2018015*

Description:

These records document pricing audits performed at business locations. The records may include but are not limited to: business information, product details and pricing (Pursuant to NRS 581.067, NRS 581.375, and NRS 581.377), associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the report was filed.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Consumer Equitability.

Justification for New RDA 2018015:

A current schedule does not exist for this record series. The three years retention will allow for the legislative and audit cycles.

D. Title: *Calibration Files*

RDA: *2018016*

Description:

These records contain calibration files pursuant to NRS 561.305 and National Institute of Standards and Technology, Uniform Laws and Regulations, as outlined in NRS 581.067 The records may include but are not limited to: measurement results including the measurement

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

uncertainty and/ or a statement of compliance with an identified metrological specification from the Nevada State Metrology Laboratory, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) calendar years from the end of the calendar year in which the last certification expired.

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Consumer Equitability.

Justification for New RDA 2018016:

A current schedule does not exist for this record series. Three years retention will allow for the legislative and audit cycles.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. Department of Public Safety, State Fire Marshal

A. Title: **Fire** Investigative Files

RDA: 1987081

Description:

These records document the **fire related** investigations conducted by this office (See NRS Chapter 477.030 et seq.). The **files records** may include but are not limited to: investigation reports with associated documentation, ~~; copies of~~ criminal history materials, ~~;~~ photos, maps, drawings, ~~etc. ; copies of~~ court documents, ~~;~~ **supportive associated** documentation, ~~;~~ and related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ six (6) ~~fiscal~~ **calendar** years from the **end of the calendar year in which the investigation or case was closed.** ~~close of the investigation or case.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

Justification for Modification of RDA 1987081:

Staff recommends removing “close of the investigation or case.” and replacing it with “end of the calendar year in which the investigation or case was closed.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. The records are on a calendar year not fiscal year cycle.

B. Title: **Building Plans** ~~Files and Specifications Review Files~~

RDA: 2005035

Description:

~~This record series documents~~ **These records document** the review of building plans (new and remodeling) for purposes of compliance to established national and international fire & safety codes as well as state law (See NRS **Chapter** 477.030(1)(b), NRS 477.100 to 477.140, and NAC **Chapters** 477.740 to 477.745). ~~The files may contain~~ **The records may include** but are not limited to: ~~(1) copies of~~ blue prints, line drawings, specifications, other plans ~~from engineering firms, architects, and contractors,~~ **associated documentation, and related correspondence.** ~~and (2) applications for plans review, fee receipts (and similar documentation), plans review status reports, Statement of Deficiencies and Plan of Correction, fire alarm & suppression system specifications, system manuals, Retrofit Compliance forms & reports, related correspondence and similar documentation.~~

Authorized Retention:

Retain ~~documents listed under (2) in the description for a period of three (3) calendar years from the date certification.~~ The documents listed under ~~(1) in the description may be disposed of after a retention of~~ **for** six **(6)** months from the date of certification.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

Justification for Modification of RDA 2005035:

This record series has two retention periods and disposition methods. We are separating the plans and related records from the specifications and related records. A new RDA 2017026 "Plan Review Application Files" is being created for the specifications and related records. The project owner is the record holder for the plans, and these are no longer needed once the certification is complete.

3. Agriculture: Division of Consumer Equitability

A. Title: Antifreeze Registration and Sample Analysis File

RDA: 1992613

Description:

~~This record series~~ **These records** contain information used for the issuance of permits by the state sealer of weights and measures to sell antifreeze in this state. ~~(pursuant to NRS 590.340 and 590.450 inclusive and NAC 590.010 to 590.030 inclusive). The file may contain, but is not limited to:~~ **The records may include but are not limited to:** (1) applications for permit, ; (2) ~~results of analysis and testing of sample~~ (NRS 561.305(10); (3) ~~copies of~~ permits to sell antifreeze, **associated documentation, and related correspondence.** **NRS 590, NAC 590 and (4) related correspondence and similar material**

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the expiration date.~~ **from the end of the calendar year in which the permit expired.**

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Consumer Equitability.

Justification for Modification of RDA 1992613:

Staff recommends removing "following the expiration date." and replacing it with "from the end of the calendar year in which the permit expired" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event. Since the numbering of objects in the description are not referenced in the retention or disposition statements, staff recommends they be removed.

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

B. Title: Certificates of Inspection *Files*

RDA: 1992645

Description:

~~This record series contains~~ *These records* contains information used to record all weights, measures, balances, or other devices calibrated or tested. ~~(pursuant to NRS 581.060 and NRS 581.070). The file may contain but is not limited to~~ *The records may include but are not limited to:* (1) certificate of inspection for: scales, metering devices, livestock scales, motor truck and hopper scales, liquefied petroleum gas meters, truck meters and racks, ~~etc.~~; (2) repair/new installation notices; (3) fee charge sheets; (4) ~~copy of invoices;~~ (5) *associated documentation, and* related correspondence. *NRS Chapter 581*

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the expiration date.~~ *from the end of the calendar year in which the certificate was superseded or was not renewed for reason of non-payment.*

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Consumer Equitability.

Justification for Modification of RDA 1992645:

Since the numbering of objects in the description are not referenced in the retention or disposition statements, staff recommends they be removed. Staff recommends removing "following the expiration date." and replacing it with "from the end of the calendar year in which the certificate was superseded or was not renewed for reason of non-payment." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

C. Title: Consumer Complaint File

RDA: 1992646

Description:

~~This record series contains~~ *These records document* complaints received from consumers regarding commercial weighing and measuring devices, *motor vehicle fuel quality, quantity of packaged products, and/or verification of advertised prices* under the provisions of NRS Chapter ~~581 and 590.~~ ~~The file may contain but is not limited to:~~ *The records may include but are not limited to:* (1) complaint forms, ~~;~~ (2) ~~copy of~~ certificates of inspection, ~~;~~ (3) interview notices, ~~;~~ (4) package checking reports, ~~;~~ (5) sample collection data, ~~;~~ (6) analysis reports, ~~;~~ (7) advertisement of products, ~~;~~ (8) *associated documentation, and* related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the date of resolution or closure.~~ *from the end of the calendar year in which the complaint was resolved or closed.*

Recommended Disposition:

Destroy

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Consumer Equitability.

Justification for Modification of RDA 1992646:

Since the numbering of objects in the description are not referenced in the retention or disposition statements, staff recommends they be removed. Staff recommends removing “following the date of resolution or closure.” and replacing it with “from the end of the calendar year in which the complaint was resolved or closed.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

D. Title: NDOT Contractor and DMV Highway Patrol Scales Inspection Report(s) **RDA:** 1992650

Description:

~~This record series contains~~ *These records document* highway scale inspection reports produced for the Nevada Department of Transportation and commercial enforcement scale inspection reports produced for the Nevada Highway Patrol. *The records may include but are not limited to: highway scale inspection reports, commercial enforcement scale inspection reports, associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the date of the report.~~ *from the end of the calendar year in which the report was finalized.*

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Consumer Equitability.

Justification for Modification of RDA 1992650:

Staff recommends removing “following the date of the report.” and replacing it with “from the end of the calendar year in which the report was finalized.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

E. Title: Petroleum Products *Collection Data and* Sample Analysis Reports **RDA:** 1992612

Description:

~~This record series contains~~ *These records document* petroleum products *collection and* inspection reports ~~done~~ pursuant to NRS 590.010 to 590.150 inclusive. ~~The file may contain, but is not limited to:~~ *The records may include but are not limited to: (1) petroleum products inspection sample collection data, chain of custody documentation, business information, product details,; (2) analysis and*

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

testing results of samples, *comparisons to established standards* (NRS 561.305(9)), ~~and (3) associated documentation, and~~ related correspondence. ~~and similar material~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years ~~following the effective date.~~ *from the end of the calendar year in which the sample analysis report was finalized.*

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Agriculture, Division of Consumer Equitability.

Justification for Modification of RDA 1992612:

The numbering of objects in the description are not referenced in the retention or disposition statements, staff recommends they be removed. Staff recommends expanding the description to more comprehensively identify the record types that may be created/collected in the process of the sampling, testing, and reporting process. Staff recommends removing "following the effective date." and replacing it with "from the end of the calendar year in which the sample analysis report was finalized." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

Attachment D

Proposed Deletion RDAs for Agency Specific Records Retention Schedules

1. Department of Public Safety, State Fire Marshal

A. Title: ~~Product File~~

RDA: ~~1987083~~

Description:

~~This record series documents the evaluations of products for fire safety in accordance with NRS 477.030. The files may contain: Product Evaluation Form, correspondence, Test Certificates, Product Reports, Product Specifications, Approval/Disapproval forms, Regulation Inquiry material and similar documents.~~

Authorized Retention:

~~Retain for a period of three (3) fiscal years.~~

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

Justification for Deletion of RDA 1987083:

The agency no longer creates these records and all previous records have been destroyed per retention.

B. Title: ~~Licensing Files~~

RDA: ~~1987082~~

Description:

~~This record series documents, verifies, and controls the issuance of licenses and certificates of registration for individuals and companies for the installation of fire alarm, and fire extinguishing systems, sprinklers, commercial explosives, and commercial fireworks in accordance with NRS Chapter 477.033. The files may contain: applications, copies of licenses, copies of receipts, certificates of insurance, articles of incorporation (of business), correspondence, copies of state license, resumes, and copies of tests.~~

Authorized Retention:

~~Retain for a period of four (4) fiscal years non-renewal or revocation of the license or certificates of registration.~~

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Department of Public Safety, State Fire Marshal.

Attachment D

Proposed Deletion RDAs for Agency Specific Records Retention Schedules

Justification for Deletion of RDA 1987082:

It is recommended this record series be deleted and the agency follow one or more of the following:
General Schedule: RDA 2006059 "Licensing: Professional and Occupational Licensing- Application",
RDA 2014205 "Licensing: Professional and Occupational Licensing- Renewal", and RDA 2018025
"Licensing: Professional and Occupational Licensing- Disciplinary".

Attachment E

Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

- A. Title:** Grants: State Grants - ~~Applying Agency~~ **Applications Funded - Applying Agency**
Records **RDA:** 2005131

Description:

These records document grants, funded solely with state funds, administered by a state agency when they concern: a government agency, private **organization, or** ~~and/or~~ non-profit organization. ~~that apply for such a grant.~~ These records may include but are not limited to: application materials, program narratives, **award letter and agreements**, assurances, financial and budget documentation, audit records with supportive documentation, progress reports, closure documentation, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year in which the final **grant award payment** ~~pay of the contract~~ is dated.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005131:

This series was reviewed by the Grants office, but the response was received after the October meeting. Since then staff then met with the Grants office and prepared this version for the Committee's approval. Staff recommends the title and description changes to clarify that this series pertains to Grants awarded to various entities by State agencies. Staff recommends removing "pay of the contract" and replacing it with "grant award payment" in the retention statement because the word "contract" should be avoided when generally when referring to grant awards.

- B. Title:** Grants: State Grants - ~~Granting Agency~~ **Applications Funded - Granting Agency**
Records **RDA:** 2005132

Description:

These records document grants, funded solely with state funds, administered by a granting state agency. These records may include but are not limited to: application materials, program narratives, assurances, financial and budget documentation, audit records with supportive documentation, compliance review documentation, **competitive review documentation, award letter and agreements, progress reports, closure documentation**, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year in which the final **grant award payment** ~~pay of the contract~~ is dated.

Recommended Disposition:

Destroy Securely

Attachment E
Proposed New, Modification, and Deletion of RDAs for General Records
Retention Schedule

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005132:

This series was reviewed by the Grants office, but the response was received after the October meeting. Since then staff then met with the Grants office and prepared this version for the Committee's approval.

Staff recommends title and description changes to clarify that this series documents grant funds received by a state agency. Funds awarded from state agencies are covered in the series RDA 2005131. Both series are being modified for clarity for the general public to assist in the research of public records requests. Staff recommends removing "pay of the contract" and replacing it with "grant award payment" in the retention statement because the word "contract" should be avoided generally when referring to grant awards.